

Human Rights Commission of Sri Lanka

SCHEME OF RECRUITMENT FOR THE POSTS IN THE EMPLOYEE CATEGORY OF
"SENIOR MANAGER" (OTHER THAN C.E.O)

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01. Employee Category:

Senior Manager (HM 1-3)

02. (a) Broad definition of the nature of functions assigned to the employees of the category:

Management Functions relating to the role conferred upon the Organization specifically assigned to the post, by the Board of Commissioners, of the organization, to facilitate / support the role of the Senior Executive Officer as the immediate subordinate to the Secretary. The officers of this category have to bear responsibility and accountability of Institutional Management, next to the Secretary

(b) Posts falling within this service category:

Addl. Secretary

(c) Job Description

- o Submission of necessary observation and recommendations after deep study of instruments relating to International Conventions having an impact on the Commission's work and the laws relating to fundamental rights set out in the Constitution of Sri Lanka.
- o Coordinating of work of the different divisions of the Commission and giving advice and instructions after discussion with divisional heads for better liaising among the divisions and for more effective implementation of the objectives of the Commission.
- o Coordination as instructed by the Secretary of matters of administration of the Commission, finance and administration matters of the regional offices, matters of the staff, audit matters, the Commission's matters relating to those beyond the office matters of different institutions and matters of the Commission.
- o Taking steps as instructed by the Commission to attain the objectives set out in the Human Rights Commission of Sri Lanka Act and attending to other functions assigned by the Commission.

(d) Nature of Appointment:

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.



P. L. Jayamali Gunarathna

Director

Department of Management Services

03. **Salary Scale**

3.1 **Salary Code and the Monthly Salary Scale of the employee category***

HM 1-3-2016 - Rs. [86,865- 15 x 2,270 – 120,915]

(*Only the respective salary code and the salary scale approved by the DG MSD to be stated.)

However till 01.01.2020 remuneration for all the recruitments and promotions should be in line with the schedule II of the MSD Circular No. 02/2016.

3.2 In every letter of appointment salary code and salary scale should be mentioned.

3.3 **Cadre:** 01 no.

04. **Recruitment to Senior Manager Category**

4.1 **Qualifications:**

External : (1 or 2 below)

1. A Bachelor's degree recognized by UGC in Law, Social Science, Management, any other relevant field or Attorney at Law.

WITH

A Postgraduate Degree qualification (Masters) in the relevant field or an Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post.

AND

A minimum of 15 years experience at a "Managerial Level" in a Public or Provincial Service, Corporation, Statutory Board/Institute or a reputed private institution.

2. Full membership of a recognized professional Chartered Institution in a related field to the post.

AND

Minimum of 15 years experience at a Managerial Level in a Public or Provincial Service, Corporation, Statutory Board/Institute or a reputed private institution

Internal : (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum of five (5) years satisfactory service in a post in the Manager Category (MM) Grade I, in the subject area relevant to the post.

4.2 **Age:**

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

R. Jayaram
Director
Department of Management Services

4.3 **Other:**

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

4.4 **Recruitment Procedure:**

As determined by the Board of Directors recruitment will be done after calling applications through a public advertisement or a Newspaper advertisement followed by a structured interview conducted by a panel appointed by the appointing authority.

(a) Recruitment of external candidates through a structured interview conducted by a panel appointed by the appointing authority.

(b) Recruitment of internal candidates through a structured interview conducted by a panel appointed by the appointing authority.

- i. All recruitments to this category should be strictly in compliance with the provisions of this Scheme of Recruitment.
- ii. The Manual of Procedures (M.O.P.) of the institution shall be applicable to terms of employment after recruitment and all matters pertaining to that.
- iii. The provision in this Scheme of Recruitment shall supersede the provisions in the M.O.P. in respect of all matters provided in this Scheme of Recruitment.

4.5 **Interview:**

Marks allocated for the interview are as follows:

- | | |
|---|------------------|
| • Relevant additional experience | 30 Marks |
| • Relevant additional Educational / professional qualifications | 30 Marks |
| • Other achievements | 15 Marks |
| • Performance at the interview | <u>25 Marks</u> |
| | <u>100 Marks</u> |

Appointments will be made purely in the order of merit at the interview

4.6 **Qualifying date:**

The applicant can be treated as qualified only if he/she has completed the necessary qualifications specified under 4.1, 4.2 and 4.3 before the closing date of applications.

4.7 **Confirmation**

An employee appointed to this category externally will be on probation for a period of three years. He/ She will be confirmed at the end of this period provided that his / her performance and conduct have been satisfactory during the above period. The employees selected internally who are already confirmed in the previous post will be subjected to an acting period of one year.


P. L. Jayamali Gunarathna
Director

4.8 Salary at Recruitment:

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provisions in Chapter VII of the Establishment Code.

5. Appointing authority will be the Board of Commissioners of the Human Rights Commission.

6. Definition:

6.1 For all purposes arising out of this Scheme of Recruitment "Satisfactory Period of Service" means, a period of service during which all the due salary increments during the period immediately preceding the date of application for promotion, have been earned and not subjected to any punishment (other than a warning or a severe warning) for any offence committed by the officer during the period.

6.2 "Due Date" means the date on which this Scheme of Recruitment comes in to effect.

Recommended the above Scheme of Recruitment


Date: 14/05/2018

Dr. N. D. Udagama
Chairperson
Human Rights Commission of Sri Lanka


Signature of the Chief Executive Officer
(Official Seal)

Above Scheme of Recruitment is approved

Date: 17/07/18


Director General,
Department of Management Services
H. G. Sumanasinghe
Director General
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Colombo-01.